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TITLE: THE AMERICANS WITH DISABILITIES ACT APPROVAL OF THE ADA GRIEVANCE PROCEDURE	PERSONNEL X ADMINISTRATIVE	RESOLUTION NO: 95-994
EFFECTIVE DATE: AUGUST 21, 1995	TYPE: POLICY PROCEDURE X	SUPERSEDES: POLICY # PROCEDURE #

I. PURPOSE

To establish the Board of Lucas County Commissioners= Americans with Disabilities Act (ADA) policy and grievance procedure.

II. POLICY

Departments and employees under the Board of Lucas County Commissioners will not discriminate on the basis of disability in admission or access to its programs, services and/or activities. Further, they will not discriminate on the basis of disability in hiring or employment practices. Individuals who feel that they have been discriminated against or observe discrimination may file a grievance in accordance with the procedures outlines below.

III. GRIEVANCE PROCEDURE

A. Grievant Responsibility

1. The Lucas County Board of Commissioners wants to ensure prompt and equitable resolution of any and all complaints regarding access to programs, services, benefits and employment governed by the Commissioners. Individuals are encouraged to follow this grievance procedure when they have a complaint. However, individuals have the right to file a complaint at any time in either a court of law at any time or with a designated federal agency within 180 days of the alleged discrimination.

2. The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location,

date, and description of the problem. A complaint of Discrimination on Basis of Disability form can be obtained by contacting the ADA Coordinator. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

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3. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to: ADA Coordinator; Lucas County Commissioners; Department of Human Resources; One Government Center; 8th Floor; Toledo, Ohio 43604-2259. The phone number is (419) 245-4521.

4. If the grievant is not satisfied with the Coordinator=s response, he/she may forward the claim to the Commissioners= ADA Committee; Lucas County Board of Commissioners= One Government Center; 8th Floor; Toledo, Ohio 43604-2259 within 15 working days following receipt of the Coordinator=s response.

B. ADA Coordinator Responsibility

1. Within 30 calendar days after receipt of the complaint, the ADA Coordinator will meet with the complainant to discuss the complaint and possible resolutions. If it is not possible to meet within 30 days, notice will be given to the grievant that an extension is needed and arrangements will be made. Within 30 calendar days after the meeting, the ADA Coordinator will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Board of County Commissioners and offer options for substantive resolution of the complaint.

2. A record of all proceedings and action taken on each step of the grievance will be kept by the Lucas County Board of Commissioners for at least three years.

C. ADA Committee Responsibility

1. The ADA Committee will review the complaint and recommend action to the County Administrator within 15 working days of a meeting. The County Administrator will then provide the final decision within 15 working days.

APPROVED BY:

DATE: